

# Memorandum

TO : Chief/ PRD

DATE: 28 Jan 65

STATINTL

FROM :



SUBJECT: Handbook for Civilian Reserve

1. Assuming that we are to have this program, the Handbook seems to be quite thorough. Apparently they have abandoned the previous concept of calling reserves to duty in an emergency.

2. Re para 4-C-(5)----Many of the foundations that give grants-in-aid to students have been off limits to us --Ford, Fulbright, et al--regarding contacting the recipient of the aid until he had finished his program.

3. Exhibit D-- Letter. Use of "the Organization's Civilian Reserve" does not seem very subtle. With no other identification, it is rather conspicuous,---something like "I work for the U.S. Government" bit. Perhaps this has been recognized and nothing more is desired.

4. It is apparent that a lot of careful study and work have gone into the preparation of the Handbook. Comment on the program is not called for, nor would it be appropriate.

A handwritten signature, likely of the author, consisting of stylized initials and a surname.

~~EXHIBIT B~~

Dear Sir:

Our Agency is maintaining in the Office of Personnel a list of and associates former employees/whose services may one day be needed, either in the event of a national emergency or in connection with some current or planned activity. Because ~~of your record~~, you may be potentially useful, your name is on that list.

It is requested that you complete the attached questionnaire, but whether you do or not, please return it in the stamped, addressed envelope, as each questionnaire <sup>15</sup> ~~must be~~ <sup>filed</sup> accounted for.

If the time should ever come when your services are desired, you will be contacted in such manner that you will know it to be official and may at that time decide if your personal situation will permit you to accept whatever offer may be made. In the meantime the fact that your name is on our list in no way obligates you. We plan periodic checks to keep the information current.

☐ UNCLASSIFIED

☐ INTERNAL  
USE ONLY

☐ CONFIDENTIAL

☐ SECRET

Approved For Release 2002/06/14 : CIA-RDP82-00490R000100020020-3

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

1351 R & S Building

NO.

DATE

21 January 1965

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Room 639  
1000 Glebe

1/22 1-29

RD

I would appreciate your comments and recommendations on the attached draft of a proposed handbook on the CIA Civilian Reserve program prior to its being placed in formal coordination status. Your view is particularly requested on paragraph 4, "Guidelines for Selection of Potential Civilian Reservists".

2.

3.

4.

5.

6.

7.

8.

1351 R & S Building

9.

10.

11.

12.

13.

14.

15.

8 - See attached